
MINUTES DO'S AND DON'Ts

DON'Ts

1. Forget to check past minutes for agenda items.
 2. Include the names of seconders (unless required by federal, state, or local law or statute, or your governing documents).
 3. Record reports in detail, only summarize (unless ordered by the assembly). If a report is written, indicate that it is on file.
 4. Record any debate unless the assembly so orders, required by law, or the minutes are being published.
 5. Record motions withdrawn before being stated by the chair. Motions that have been withdrawn are not recorded in the minutes unless the withdrawal would require some mention in the minutes as set forth in *Robert's Rules of Order Newly Revised, 10th Edition (RONR 10th ed., p. 452 footnote)*.
 6. Record any motions not stated by the Chair.
 7. Record personal opinions or descriptive phrases.
 8. Include words of praise or criticism except as adopted by motion.
 9. Forget to identify letters read and actions taken, if any.
 10. Forget to include the time of adjournment and whether by general consent or motion.
 11. Use the wording "Respectfully submitted"
 12. Forget to sign the minutes with full name and title, and affix the date of approval.
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SAMPLE MINUTES FORM

The (regular, special, adjourned, annual) meeting of the (full name of the organization) was called to order on (date) at (time) at (location if not routinely in the same place). (Name and title of person presiding) and (name) as secretary (or secretary protem). A quorum was present. (Optional if names are routinely listed.) The minutes of the previous meeting were adopted as (presented, read, amended, etc.).

The (President, Vice-President, etc.) reported (only actions or informational items - one paragraph for each officer).

The Secretary read correspondence from (identify source, basic information) and (action taken or to be taken, if applicable).

The Treasurer reported as follows:

Opening balance	\$_____
Income	\$_____
(Identify source of income)	
Disbursement	\$_____
(Identify)	
Closing balance	\$_____

The report of the Treasurer was filed for audit.

Bills (identify) were approved for payment.

The (standing committee name) report was presented by (name, title if chairman). (Give a brief summary of information and/or action taken on report. No opinion or discussion.) (Use one paragraph per report.)

The (name and title of Chairman/special committee) report was presented by (name, title if chairman). (Give a brief summary of information and/or any action taken on report. No opinion or discussion.) (Use one paragraph per report.)

The question before you is the motion_____, which was (state why it was unfinished business; pending at adjournment of the previous meeting, postponed, noted at the previous meeting) was (state how the motion was disposed of; adopted, defeated, referred, etc.). If amended, use the wording of the motion as adopted. If counted, votes for and against.) Use one paragraph per motion.

It was moved by (name) that (exact wording of motion as stated by the chair). The motion was seconded (if appropriate). The motion was (action taken on motion - adopted, adopted as amended, referred, postponed temporarily, etc. If amended, use the wording of the motion as

OPENING

MINUTES

OFFICERS

TREASURER

**STANDING
COMMITTEES**

**SPECIAL
COMMITTEES**

**UNFINISHED
BUSINESS**

NEW BUSINESS

adopted. If counted, votes for and against.). Use one paragraph per motion.

Announcements or information pertaining to the whole society.

ANNOUNCEMENTS

The program was presented by (name of presenter and title). No personal comments.

PROGRAM

(Name) moved that the meeting be adjourned. The meeting was adjourned at (time).

ADJOURNMENT

OR

There being no further business, the meeting was adjourned by general consent by (name) at (time).

VALIDATION

Secretary

(Signature, indicate if protem)

Minutes approved this ___ day of _____, 20_____
(date minutes were read and approved)

Secretary

President

MINUTES

DO's AND DON'Ts

DO's

1. Prepare an advance copy of the minutes for the president and/or chair.
 2. Mark copies mailed to membership prior to final approval as "DRAFT."
 3. Use the meeting agenda as a guide.
 4. Record the kind of meeting, date, time and location.
 5. Record the name, in full, of the presiding officer with title, and who took the minutes.
 6. Record the presence of a quorum if announced by the presiding officer at the call to order. If a quorum is assumed, it does not go in the minutes.
 7. Record the disposition of the minutes of the previous meeting(s).
 8. Record the date, page and line when correcting minutes.
 9. Make note of a correction on the original minutes.
 10. Write the name, in full, of the maker of a motion (unless your governing documents provide otherwise).
 11. Include totals from the treasurer's report of previous balance, receipts, disbursements and current balance.
 12. Record the names in full of officers and committee chairman who present a report.
 13. Include complete, signed copies of all written reports. They should be attached as numbered exhibits and made a legal part of the minutes by notation both in the main body of the minutes and on each exhibit.
 14. Enter motions and amendments in the exact wording as stated by the chair and the precise wording of the motion as adopted.
 15. Show the precise action taken on each motion.
 16. Record all counted votes, both for and against.
 17. Record names of nominees elected to committees or of those appointed.
 18. Record all notices, points of order, and appeals including the reason for the ruling by the chair and the outcome on an appeal.
 19. Include the category of business.
 20. List the names of members elected or appointed to special committees, the names of the committees and their purpose.
 21. Include important announcements pertaining to the whole society.
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